

Prior Fiscal Year Handwrite Payments – 2009 Trial Period

- Beginning September 10, 2009, Region staff will enter prior fiscal year payments into USSDS without prior OFO approval. This exception in the old year payment process is only for the most recent previous fiscal year. The period during which this process will be available is Sept. 10 – Dec. 9.
- After Dec. 9th, all old year payments will need to be submitted to OFO for processing.
- Payments for service dates prior to the most recent old fiscal year, will still need to be submitted to OFO for processing through the regular handwritten process.
- The USSDS “HANDWRITTEN CHECK REQUEST FORM” is required for all handwrites, regardless of the manner of processing. It has been modified to reflect needed changes and can be found on the DHS web site. Required approvals are listed on the form. All handwrites regardless of the manner of processing now require the following signatures:
 1. Case Worker
 2. Supervisor
 3. Regional Financial Manager
 4. Regional Director
 5. Division Chief Financial Budget Officer--this approval can be by fax or email for requests processed during the Sept. 10 – Dec. 9 trial period. The email or fax must be attached to the handwritten request. Ensure confidential information is properly handled, including for e-mails and fax transmissions.

Divisions can only process old year payments as allowed in the department closing calendar instructions.

- Region payment techs will input the handwritten payment on the PP03 screen. The handwritten total will be included in the regions weekly payroll balance and should be highlighted on the PP04 reconciliation for that week, to clearly designate that it is a payment for old year service dates. Include the handwritten request form and all documentation with the PP04 reconciliation. The check will print on the normal Wednesday USSDS check run.
- Regardless of service dates, the payments will use current fiscal year Finet coding strings for reporting. Division Chief Financial Budget Officers will need to monitor all old year payments.
- USSDS help desk will sample old year payments to review for compliance with the required rules for this new process concerning late USSDS provider payments.
- USSDS help desk will generate weekly reports (Sep 10 – Dec 9) by division and email the report to the Division Chief Financial Budget Officers, for their monitoring.